

313-16-5
APPLICATION FOR RECORDS RETENTION SCHEDULEOFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334. Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date 6-12-79	1. Agency Address Georgia Department of Agriculture Plant Industry Division- Pesticide Unit 19 Martin Luther King Jr., Dr. S.W. Atlanta, Ga. 30334	Application Number 73-384-A	Date Received JUN 11 1979
Application Number 198	2. Person to Contact J. R. Conley Working Title Director-Pesticide Division	Date Completed JUN 11 1979	Telephone Number 656-4958
3. Action Requested a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input checked="" type="checkbox"/> Amend Application No. 73-384 Check One: <input type="checkbox"/> Change; <input checked="" type="checkbox"/> Supersede; <input type="checkbox"/> Void May 25, 1973			
4. Dates of Series Earliest 1978 Latest To Date	5. Records Series Title (followed by title used in office, if different) Commercial Pesticide Applicator License File		
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Plant Industry is responsible for supervising and regulating various fields of the plant industry in Georgia. It seeks to control and eradicate diseases and insects in the plant industry. The Pesticide Division, an operational unit of the Plant Industry Division, is responsible for enforcement of the Georgia Pesticide Control Act, the Georgia Pesticide Use and Application Act and the Georgia Treated Timber Act.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: Certification of applicators under the Federal Insecticide, Fungicide and Rodenticide Act and licensing under the Georgia Pesticide Use and Application Act. Included are: PEST 092-007, Original application for certification and license, which includes answer sheets for tests in all licensed categories. Renewal letters for current license period. File is arranged: Alphabetic, by last name of applicator.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old 1/2; Seven to twelve months old 1/2; Thirteen to twenty-four months old _____; twenty-five months and older _____?			
9. Annual Rate of Accumulation of Records Letter-size drawers 1/2; Legal-size drawers _____; Shelves _____; Other (specify) _____ (8 lateral file drawers-42" each - total current volume)			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
X		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
X		j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|-----------------|-----------------------------------|--------------|
| a. State Law | <u>1</u> years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

Regulations to Georgia Pesticide Use and Application Act.
Section 40-21-4

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then,

- ☒ Hold in the current files area _____ month(s) 1 year(s); then
- ☐ Transfer to local holding area, hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

File is updated annually for those applicators who renew their license from previous year. Folders for those who do not renew are transferred to discontinued section and retained in current files area for 1 year.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Ellis D. Sikes</i>	<i>6/13/79</i>	<i>Ellis D. Sikes</i>	<i>6/13/79</i>
State Records Committee (Signature)			
State Auditor/Designee		Date	
<i>[Signature]</i>		<i>7-2-79</i>	
Secretary of State/Designee		Date	
<i>[Signature]</i>		<i>6-29-79</i>	
Attorney General/Designee		Date	
<i>[Signature]</i>		<i>7-5-79</i>	

Recommendations in paragraph 12 are approved.
(If disapproved, attach letter of explanation.)



STATE
OF
GEORGIA

Application for
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

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1. Application Date March 29, 1973	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No. 106		Date Received APR 6 1973	Application No. 73-384 Date Completed MAY 25 1973
3. AGENCY, Division, Subdivision & Administering Office Address Georgia Department of Agriculture Plant Industry Division - Pesticide Unit 19 Hunter Street, S.W. Atlanta, Georgia 30334		4. Person to Contact Ronald Conley <i>RC</i>	5. Working Title Director
		6. Tel. No. 656-3639	

7. ACTION REQUESTED

- ☒ ESTABLISH DISPOSITION STANDARD;
☐ RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION;
☐ NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest
Dates of Series

9. Exact Series Title

Jan. 73 to Date

PESTICIDE OPERATOR'S LICENSE FILES

10. What is the function of the office in which this record series is created?

The Plant Industry Division is responsible for supervising and regulating the Plant Industry in Georgia. It seeks to control and eradicate certain diseases and insects within the Plant Industry. The Division promulgates and administers the rules and regulations pertaining to laws passed by the General Assembly designed to regulate the fertilizer, feed, seed, pesticide, grain, nursery, apiary, and other plant industries doing business within Georgia.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).

(annually) and

Documents relating to application for licensing to apply pesticide to establish qualification for certification under the Georgia Pesticide Use and Application Act.

Included are: Original Copy of Form No. AG14062013 (Application for Georgia Pesticide Operator's License) provides identity of the operator and firm, type of license requested and methods to be used.
Copy of Form No. AG14060089 (Pesticide Operator's License)
Related Correspondence.

Files is arranged alphabetically by Individual.

ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED		No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers		Cu. Ft. of Records	
Letter-size File Drawers		2	3		5* *estimated-new file	In Office(s)	In Storage Area(s)	
Legal-size File Drawers				Floor Space Occupied (Square Feet)				
					This Year's	Last Year's	Preceding Year's	
				AVERAGE DAILY REFERENCED *cannot be determined	25 *	1	1	

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES - NO

13. Is this the Record Copy of the series?

☒ []

14. Is there a duplication of this series in another office or agency?

☒ []

Original to applicator and copy to pesticide agent.

15. Is the information contained in this series ever summarized or published?

[] ☒

Attach copy of summary or publication.

16. Does the series contain classified information requiring security handling?

[] ☒

17. Does the series initiate, amend or terminate agency policies and procedures?

[] ☒

18. Could the function be performed if the files were lost or destroyed?

☒ []

19. Is the series (or major portion of it) regularly microfilmed? If yes, why?

[] ☒

20. Does the record series provide data as input to an EDP file?

[] ☒

21. Does the record series contain documentation produced as EDP printout?

[] ☒

22. Has the Federal Government issued instructions governing the retention/disposition of these files?

[] ☒

23. Will there be a need for these records 10, 15 years from now? If yes, what?

[] ☒

24. REQUIREMENTS. The following requires the files to be kept 2 years:

a. ☐ STATE LAW b. ☐ STATUTE OF LIMITATION c. ☐ AUDIT PERIOD d. ☐ FEDERAL LAW e. ☒ ADMINISTRATIVE DECISION f. ☐ HISTORICAL VALUE

(Cite Law, Statute, or other reason for the retention requirement)

Georgia Pesticide Application Act took effect 1 Jan 73 hence there are no experience to substantiate the propose retention requirements.

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each ☒ CALENDAR YEAR ☐ FISCAL YEAR ☐ OTHER _____, then:

☒ Hold in the current files area _____ month(s)/ 2 year(s):

☐ Transfer to ☐ State Records Center ☐ Local Holding Area; hold 2 year(s):

☒ Destroy.

☐ Transfer to State Archives for permanent retention.

☐ Destroy immediately after cut-off.

☐ Other: (Specify)

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature) <i>Ellis D. Sikes</i>	Date <i>3-26-73</i>	OTHER REQUIRED SIGNATURES	DATE
26. Recommendations in paragraph 25 are:	Agency Head/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Ellis D. Sikes</i>	<i>3-26-73</i>
	State Auditor/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>William M. Dixon</i>	<i>5-24-73</i>
STATE RECORDS COMMITTEE	Secretary of State/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Carroll Hart</i>	<i>5-7-73</i>
	Attorney General/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Robert K. Hall</i>	<i>5-25-73</i>